

KATHRYN A. MYERS

EDUCATION

- **Supervising Certificate**, STAR12 National Seminars – May 2015.
- **Masters of Public Administration**, University of New Hampshire – September 2009.
- **Bachelor of Science, Psychology & Law, Minor - Anthropology/Sociology**, Plymouth State University – May 2004.
- **Supervising at UNH Certificate**, University of New Hampshire – January 2010.
- **Train-the-Trainer Certificate**, University of New Hampshire – December 2010.

WORK EXPERIENCE

- **Program Coordinator**, *FIRST*® Volunteer Resources Department 9/12 – Present
Primary contact for *FIRST*® Robotics Competition Key volunteers. Schedule and host conference calls and webinars for *FIRST*® Key volunteers. Manage the budget for *FIRST*® Key volunteer related training and supplies. Assist with sensitive volunteer issues, including working with the *FIRST*® Youth Protection Program on background checks and screening. Provide customer support to FRC teams, volunteers and the general public via email, the telephone and in-person. Help instruct training programs for *FIRST*® volunteers. Serve as Co-Lead for volunteer recruitment, assignment, onsite management and recognition for over 1,000 volunteers for the *FIRST*® Championship competition. Train *FIRST*® Key volunteers on the use of *FIRST*® IT systems. Distribute and analyze surveys related to volunteer training, recruitment and experience. Serve on cross-program team related to volunteer recruitment, training, communication and recognition. Write newsletter articles and help maintain website.
- **Program Coordinator**, *FIRST*® Robotics Competition 9/11 – 8/12
Primary contact for *FIRST*® Robotics Competition Key volunteers. Assist with volunteer recruitment, registration, recognition, and retention. Update training and website handbooks. Co-instruct Key volunteer trainings. Train and assist volunteers with the use of *FIRST*® IT systems. Provide customer support to FRC teams, volunteers and the general public via email, the telephone and in-person. Serve as liaison to *FIRST*® Volunteer Resources Department. Manage the *FIRST*® FedEx grant for robot shipping and collaborate with Regional Directors. Update and produce event Program Books. Coordinate Season Calendar. Maintain website pages.
- **Program Manager**, Technology Transfer Center, Civil Engineering Dept. - University of NH 7/08 – 8/11
Develop and facilitate over 80 educational training programs annually for NH public works departments; co-instruct workshops; critique instructors & training programs; co-develop training material; travel within U.S. to promote Program; develop and present Program achievement reports to local, state and federal Program stakeholders; serve on local, state and national government committees; write and edit grant application for Program; establish partnerships with co-workers, public and government officials; solicit and retain volunteer instructors; create and analyze statistical Program reports; write and edit quarterly newsletters; hire, supervise and conduct performance evaluations for Program staff; develop and oversee all marketing material; maintain website; maintain email listservs; oversee all administrative functions of the Center.
- **Program Assistant**, Technology Transfer Center, Civil Engineering Dept. - University of NH 6/04 – 6/08
Coordinate logistics of 80 educational events annually, supervise student workers, manage large databases, update training material, write newsletter articles, maintain website, order volunteer gifts, create invoices and collect payments, and provide customer service via email, the telephone and in-person.
- **Program Assistant**, Global Education Office, Plymouth State University 9/00 – 5/04
Assist Academic Advisors with various projects, greet office visitors, schedule appointments, assist students with job interest survey and creating resumes, coordinate printing, order office supplies, answer multiple phone lines, photocopy, file, and fax.

COMPUTER TECHNOLOGIES: **Microsoft:** Outlook, Word, Access, PowerPoint, Excel, FrontPage, & Photo Editor; **Adobe:** InDesign & Acrobat, **SPSS** (Statistical Analysis software), **Google** Drive - Hangout and Documents, Filemaker, Smartsheet, and box.com. **FIRSTIT Systems:** Volunteer Mgmt. System, Volunteer Info. and Matching System & Learning Management System.

VOLUNTEER EXPERIENCE: NH Public Works Assoc. (Education Rep.); NH PW Standards and Training Council (Education Rep.); NH PW Mutual Aid (Education Rep.); NH LTAP Advisory Board (Training Coordinator Rep.); National LTAP Communications; UNH MSW Student Faculty Rep.; Court Appointed Special Advocate of NH; *FIRST*® Robotics Competition Volunteer Coordinator, Judge and Lead Safety Glasses Supervisor; Exeter West Condominium Assoc. (Secretary & President).

REFERENCES: Available upon request.